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Western Australian Institution of Engineers.

FOUNDED 1909.

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RULES and BYE-LAWS.

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Western Australian Institution of Engineers.

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Session 1910-1911.

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Vice-Presidents:

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Auditors:

W. Brockway; J. Faulkner.

Secretary:

W. B. Shaw.

RULES

OF THE

WESTERN AUSTRALIAN INSTITUTION OF ENGINEERS.

(*Established 1909*).

SECTION I.

OBJECTS.

Objects.

1. THE WESTERN AUSTRALIAN INSTITUTION OF ENGINEERS shall include Civil, Mechanical, Electrical, Hydraulic, Mining, or other professional engineers.

2. Its objects shall be the advancement of engineering knowledge and practice and the maintenance of a high professional standard among its members; and the promotion of the professional interests of engineers, and the improvement of their professional status.

3. Among the means to be employed for this purpose shall be meetings for the presentation and discussion of appropriate papers and for social and professional intercourse; the publication of such papers and discussion as may be deemed expedient; the maintenance of a library; the collection of maps, drawings, and models, and the establishment of facilities for their use.

4. To acquire and dispose of property for the purposes aforesaid.

5. To do all other things incidental or conducive to the attainmen of the above objects or any of them.

SECTION II.

CONSTITUTION.

Constitution.

6. MEMBERS shall consist of Members, Associate Members, Associates, Honorary Members and, Students.

Members.

(*a*) A MEMBER shall be more than thirty years of age, and shall come within one of the following conditions :—

(1] He shall have been regularly educated as an Engineer, shall have had subsequent employment for at least five years

and shall have been actually engaged in a responsible position as Engineer in some of the branches defined in the Articles of Association as constituting the profession of an Engineer; or

(2) He shall have practised on his own account in the profession of an Engineer for at least five years and shall have acquired a considerable degree of eminence in the same.

Associate Members.

(*b*) ASSOCIATE MEMBERS shall comprise every person who being an Engineer by profession is elected into the class of Associate Members.

Every candidate for election into the class of Associate Member shall be more than twenty-five years of age.

(1) He shall have been regularly educated as an Engineer, shall have passed such examination or examinations as are appointed or are recognised by the Council, and shall be actually engaged at the time of his application for election, in the design or in the construction of such works as are comprised within the profession of an Engineer as defined by the Articles of Association; or

(2) He shall satisfy the Council that he has had a sufficient training, that he has been engaged for at least five years and that he is actually engaged at the time of his application for election in the design or in the construction of such works as are comprised within the profession of an Engineer as defined by the Articles of Association, and shall furnish a satisfactory Thesis or Paper on a professional subject; or

(3) He shall, whilst complying with either of the foregoing conditions as to training and occupation as set forth in the paragraphs (1) and (2), afford satisfactory proof to the Council of his fitness for election without either examination or the submission of a Thesis or Paper.

Associates.

(*c*) ASSOCIATES not entitled to the privileges of corporate membership shall be persons who are not engineers by profession, but who by their connection with Science or the Arts or otherwise fare qualified to confer with Engineers in the advancement of professional knowledge.

Honorary Members.

(*d*) HONORARY MEMBERS shall be either distinguished individuals, who from their position are enabled to render assistance in the prosecution of important works, or persons eminent for science and experience in pursuits connected with the profession of an Engineer, but who are not engaged in the practice of that profession in Western Australia.

(*e*) STUDENTS shall be persons not under eighteen years of age, who are, or have been, pupils of Corporate Members of the Institution, or of any educational institution approved by the Council, or any duly entered apprentice of an educational standard approved by the Council, who have complied with these Bylaws, and who have the object or intention of becoming engaged in the design or in the construction of such works as are comprised within the profession of an Engineer as defined by the Articles of Association; such persons may continue Students until they attain the age of twenty-six years, but not longer. Students.

7. The affairs of the Institution shall be managed by a Council, consisting of a President, three Vice-Presidents, twelve Members of Council, Treasurer, and two Auditors. Management.

8. Three Trustees will be appointed at the first General Meeting who will hold office at the pleasure of the members. They shall carry into effect all resolutions respecting the control of the property or the investment of the funds passed by General or Special Meetings of members.

9. Every Member, Associate Member, Honorary Member, Associate and Student shall be governed by the Rules and Bylaws of the Institution, and shall refrain from doing any act likely to prejudice the Institution or the profession of Engineering.

10. Subject in all cases to compliance with these Rules :—

Members and Associate Members shall be entitled to all the privileges of the Institution.

Honorary Members and Associates shall be entitled to use the Library and attend meetings of the Institution, but shall not vote on any questions.

Students shall be entitled to use the Library and attend meetings of the Institution, and when present vote on all questions not to be decided by ballot.

SECTION III.

CONTRIBUTION TO THE FUNDS.

11. Every Member, Associate Member, Associate and Student shall on admission to the Institution pay a fee equivalent to his annual subscription as an entrance fee. Entrance Fees.

(*a*) Members whose place of business or whose residence is within 50 miles of the Perth General Post Office shall be considered resident members, and those beyond such limit non-resident members. Resident and non-Resident Members.

Annual Subscription.

(*b*) The annual subscription shall be: for each Resident Member 2 guineas, Non-resident Member 1½ guineas, for each Resident Associate Member 1½ guineas, and Non-resident Associate Member 1 guinea, for each Resident Associate 1 guinea, and Non-resident Associate ½ guinea, for each Student, resident or non-resident, ½ guinea. Should a Non-resident Member become a Resident Member, or should a Resident Member become a Non-resident Member, the annual subscription shall vary accordingly, the change taking effect from the next date upon which the subscription becomes due.

Transference.

(*c*) Members on being transferred to higher grade shall pay the difference in the entrance fee before being admitted to that grade.

Life Membership.

(*d*) Any Resident Member whose subscription is not in arrears may compound for future annual subscriptions by the payment of 20 guineas. Any Non-resident Member may similarly compound by the payment of 15 guineas; but should he come to reside, or have his place of business within the residential limit, he shall pay the remainder of the composition—viz., 5 guineas, or 20 guineas in all; otherwise he must pay one half the usual annual subscription for Resident Members during each year of such residence.

Subscriptions due March 1.

(*e*) All subscriptions shall be payable in advance and shall become due on the 1st day of March in each year; and the first subscription of each Member, Associate Member, Associate, and Student shall date from the 1st day of March in the year of his election.

(*f*) In the case of each Member, Associate Member, Associate, and Student, elected in the last three months of any year, the first subscription shall cover both the year of election and the succeeding year.

Disqualification of those in arrears.

12. Any Member, Associate Member, Associate, or Student, whose subscription is in arrear beyond the first day of July shall not be entitled to attend any meeting nor to vote at any election.

13. In the case of any person whose subscription is two clear years in arrears, the Council shall have power, at its discretion, to remove the name of the said person from the roll of members of the Institution, but such action on the part of the Council shall not release the member from his liabilities.

SECTION IV.

ELECTION TO THE INSTITUTION.

Form of Application.

14. Any person desirous of being elected to the Institution as Member, Associate Member, Associate, or Student, or any Student desiring to become a Member, must be proposed and recommended according to Form A and B (*vide* Appendix), and shall submit the same

to the Council, together with an outline of his professional career, and such additional documentary or other evidence of his qualifications as the Council may require, and shall sign the promise on the back of the said form. Should the Council, by a majority of the Members present, decide to favorably entertain such application, it shall submit the same to the Institution at its next Ordinary Meeting.

Election to be by Ballot.

15. All applications thus submitted to the Ordinary Meeting of the Institution shall be decided by ballot; the proportion of votes for securing the election of any candidate shall be at least two-thirds of the number voting; provided at least fifteen Members record their votes, and if less than fifteen votes are recorded, the ballot shall be postponed to next Ordinary Meeting.

Any person elected to be informed thereof and pay fees.

16. Any person duly elected as Member, Associate Member, Associate or Student shall be informed thereof without delay by a letter, according to Forms D, E (*vide* Appendix). He shall also be supplied with a copy of the Rules of the Institution and shall, within one month from the receipt of such notice, pay his entrance fee and one year's subscription, or the election shall become void; but the Council may in particular cases extend the time.

Honorary Member.

17. Every person proposed as an Honorary Member and willing to accept that honor must be recommended by the Council, and elected by ballot in the manner set forth above.

Section V.

Election of Council and Officers.

Council how elected.

18. The President, Vice-Presidents, Honorary Treasurer, and Ordinary Members of Council, with the exception of such Past Presidents as may be *ex-officio* Members of the Council, shall be elected by and from amongst the members, by ballot, at the Annual General Meeting, in the manner following:—

President.

19. The President shall be elected from amongst Vice-Presidents and ex-Vice-Presidents. He shall retire annually, but shall be eligible for re-election, but shall only hold office for two years in succession.

Vice-Presidents.

20. Vice-Presidents shall be elected from amongst Members of Council. At each Annual General Meeting the Senior Vice-President shall retire, but shall be eligible for re-election. Should both Vice-Presidents have been elected on the same date, the one who had fewest votes on that occasion shall be the one to retire first.

Past Presidents.

21. Past Presidents shall be Members of the Council.

Members to retire.

22. One-third of the members elected to the Council at the Annual General Meeting shall retire at the expiration of one year from their election, but shall be eligible for re-election.

Members eligible.

23. No Member shall be eligible for a seat on the Council until he shall have been a Member of the Institution for one year.

Nominations.

24. Any qualified Member may offer himself, or propose any other qualified Member for Election as President, Vice-President, Honorary Treasurer, or Member of Council. Such nominations must be made at least 14 days before the annual meeting.

Balloting Lists.

25. The Council shall receive such nominations, and may add other names, and shall prepare balloting lists of candidates. These lists shall contain in the case of ordinary Members of the Council at least six names more than the number of vacancies to be filled.

To be sent to all members.

26. Copies of such balloting lists shall be sent to Members only, not disqualified, fourteen clear days before the date of the Annual General Meeting. The names of all candidates for the same office shall be printed in the same character of type and in alphabetical order. Every balloting list before being sent out shall be marked as the Council may direct. No one shall be entitled to receive more than one copy of each list.

How to be dealt with.

27. In using these lists for voting any name or names may be struck out, but the number of names on the list, after such erasure, shall not exceed the number required to fill the vacancies. Lists not in accord with this rule shall be rejected.

Scrutineers.

28. Before commencing the election at the said Annual Meeting, the Members present shall elect two of their number to act as Scrutineers, who shall receive the ballot papers. The ballot shall commence not sooner than 8 o'clock p.m., and shall continue open one hour.

Ballot lists may be sent to the Secretary.

29. Members unable to attend such Annual Meeting may send their ballot lists by post addressed to the Secretary, and endorsed "ballot paper" on the outside of the envelope. Such ballot papers shall be handed unopened by the Secretary to the Scrutineers at the election.

Results of ballot to be announced to meeting.

30. After the ballot has closed the Scrutineers shall make known the results to the Chairman, who shall announce them to the meeting.

Council may fill vacancies.

31. The Council may fill up any vacancy occurring amongst its members or office-bearers. The person appointed to fill such vacancy shall hold office for the remainder of the term for which the person whose seat he fills would have held office.

32. Two Auditors shall be appointed at the General Meeting following the Annual General Meeting, to hold office for the ensuing twelve months; but vacancies may be filled at any General Meeting. The Auditors shall be Members of the Institution, but not of the Council. Auditors.

Section VI.

The Council.

33. The Council shall transact all the ordinary business of the Institution. It shall have power to order the payment out of the funds of the Institution of such salaries or allowances to all paid officers as it may determine; and it shall cause to be kept proper minutes of its proceedings. It shall also have power to appoint Committees, and to pass Bylaws for the regulation of its own affairs, and from time to time rescind, alter, or amend such By-laws, provided that such be not repugnant to the Rules of the Institution. Duties of the Council.

34. The Council may appoint and remove any paid officers or servants that the Council may consider necessary for duly carrying out the objects of the Institution. Paid officers and servants.

35. The Council shall prepare, and shall cause to be submitted to the Institution at each Annual General Meeting, a report of the transactions and proceedings for the past year, together with a balance-sheet duly audited by the Auditors, appointed as hereinbefore directed. To submit Anuual Report and Balance Sheet.

36. The Ordinary Meetings of the Council shall be held at such time and place as it may from time to time determine; and in the event of there not being a quorum present within half-an-hour of the time appointed for any meeting, the President or Vice-President, or, in their absence, the Secretary, may adjourn the meeting to such other time, distant not more than seven days, as he may see fit, otherwise such meeting shall be considered to have lapsed. Ordinary Meetings.

37. The President, of his own motion, may, and upon receipt of a requisition signed by three Members of the Council, the Secretary shall convene a Special Meeting thereof, provided two days' notice shall be given to each Member of the Council; and at any such Special Meeting no business shall be entertained other than that for which such meeting shall have been convened. Special Meetings.

38. At all meetings of the Council four shall form a quorum; and every question shall be decided by a majority of the Members present by a show of hands, except that any resolution, the effect of which would be to rescind, alter or amend the By-laws of the Council, or to amend a resolution passed at a previous meeting, shall have no effect unless supported by at least six Members. Quorum and how questions are to be decided.

Chairman.

39. At all meetings of the Council, the President, or in his absence the Senior Vice-President, shall take the chair, and in the event of the voting being equal shall give a casting vote. In the absence of the President and Vice-Presidents, the Members present shall elect a Chairman from amongst themselves, who shall, for the time being, exercise the functions of President.

Members failing to attend meetings liable to forfeit seats.

40. If any ordinary Member of the Council fail to attend its Meetings for three consecutive months without obtaining leave of absence, or furnishing a reason for such absence satisfactory to the Council, the Council shall cause a notice to be sent to such Member at his last recorded address, to the effect that it is intended to declare his seat vacant. The Council may then at a meeting, held not less than fourteen days after such notice has been sent, declare the seat vacant, and may thereupon elect another Member of the Institution to fill the vacancy unless he satisfactorily explains the reasons for his absence.

Council to make By-laws, etc., to be confirmed.

41. The Council may make By-laws and Regulations for carrying on the business of the Institution, and from time to time alter, amend, repeal, vary, or add to the same; but any By-laws or Regulations or any alteration or amendment thereon, or addition thereto, shall only come into force after the same has been confirmed at a general meeting of the Institution.

Council to invest funds, purchase and sell property subject to confirmation.

42. The Council shall be entitled to invest the funds of the Institution as they think fit on such security heritable or movable as to them seem proper, and may alter or vary the investments from time to time. The Council may purchase or sell property, heritable or movable, for the use of the Institution, and may borrow money on the security of the property of the Institution, subject to confirmation by the Institution at an extraordinary meeting called for the purpose.

Section VII.

Treasurer and Auditor.

Duties of Hon. Treasurer.

43. The Hon. Treasurer shall be *ex-officio* a Member of Council The Hon. Treasurer shall receive all moneys paid to the Institution and shall deposit the same before the end of each month in the bank approved by the Council, to the credit of an account opened in the name of the Western Australian Institution of Engineers.

Payments.

44. Payment from the funds of the Institution shall be made only upon the order of the Council, and by cheque signed by one Member of the Council, and countersigned by the Treasurer and Secretary.

Duties of Auditors.

45. The Auditors shall have access at all reasonable times to the accounts of the Institution, and they shall verify and sign the annual statement of the accounts before it is submitted to the Annual General Meeting.

Section VIII.

The Secretary.

46. The Institution shall have one paid Secretary, who shall be responsible to the Council for the due performance of his duties. Secretary.

47. It shall be the duty of the Secretary, under the direction of the Council, to issue notices and receive monies and account for same to the Treasurer, to conduct the correspondence of the institution; to attend all meetings of the Institution and of the Council, and of Committees; to take minutes of the proceedings of such meetings; to read the minutes of the preceding meeting and all communications that may be ordered to be read. He shall generally conduct the ordinary business of the Institution under the direction of the Council. Duties of Secretary.

Section IX.

Standing Committees.

48. The Council shall appoint a Publication Committee of two of its Members. Office shall be held for periods of two years, except that at the end of the first year one Member, to be selected by a ballot of the Council shall retire. Retiring Members shall be eligible for re-election. The Committee shall have control of the Reporting, Editing, Printing, and Publication of all Journals, *Proceedings*, Papers, Discussions and Reports of the Institution, and shall advise, what papers, or parts thereof, may be presented at the Meetings of the Institutions and what Papers or Discussions, or parts thereof, may be printed or appear in the *Proceedings*. The Committee may return a Paper to the Author, for correction or revision, and may request the advice of one or more Members of special experience relating to the subject matter of such Paper, but no Revised Paper, or abstract of a Paper, shall appear in the *Proceedings* without the Author's consent. The Council may revise any action of the Committee, or remove any Member therefrom.

49. All Committees and Officers shall, at each Council meeting, submit to the Council an estimate of the amounts they propose to expend, and shall incur no liabilities or enter into any contract on behalf of the Institution, except as authorised by the Council.

Section X.

Meetings of the Institution.

50. The Ordinary General Meetings of the Institution shall be held on the first Wednesday of each month, subject to alteration by the Council with due notice. Notice of business shall be sent to all Ordinary Meetings.

Resident Members, Associate Members, Associates, Honorary Members, and Students, at least three days before each meeting.

Business.

51. The Ordinary General Meetings shall receive and deal with the reports and recommendations of the Council; ballot for the admission of new Members, Associate Members, Associates, Honorary Members and Students; deal with any business of which any Member shall have given notice to the Council in writing not less than fourteen days previous to such meeting; hear and discuss any paper; and discuss and decide upon any matter arising out of any such business.

Visitors.

52. Members, Associate Members, and Associates may introduce two friends, and a Student one friend, to be present at any Ordinary Meeting of the Institution, on the name and address of such friend or friends, with the name of the introducer, being written in a book provided for the purpose, or, in the absence of such book, handed to the Secretary. Any other visitors can only be admitted on the written order of the President or a Vice-President or by permission of the Chairman of the Meeting. Visitors present in accordance with this rule shall be amenable to the By-Laws, and may take part in the discussion of any paper.

Annual Meeting.

53. The Annual General Meeting of the Institution shall be held on the first Wednesday in the month of March, subject to alteration by the Council with not less than fourteen days' notice. At this meeting a report and balance-sheet, duly audited, shall be read, all office-bearers elected, and any other necessary business transacted.

Special Meetings.

54. The Council may at any time call a Special General Meeting for a specific purpose relative to the direction and management of the concerns of the Institution, and the Secretary under the direction of the Council is at all times bound to do so on a requisition in writing of fifteen members, specifying the nature of the business to be transacted.

Notices of Special Meetings.

55. A notice shall be sent to all classes of Members at least three days before the time appointed by the Council for a Special General Meeting. The notice shall specify the nature of the business to be transacted, and no other business shall be dealt with at that meeting.

Proxies.

56. At any meeting of the Institution any Member may vote as proxy for any other Member on any question which is not to be decided by ballot, after lodging with the Chairman of such meeting an authority signed by such other Member.

Quorum.

57. Fifteen Members and Associate Members shall constitute a quorum at any meeting of the Institution.

Chairman.

58. At all meetings of the Institution the President or, in his absence, the Senior Vice-President shall preside. In the absence of the

President and Vice-Presidents, the Members present shall elect a Chairman from amongst themselves, who shall, for the time being, exercise the functions of President. In the event of voting being equal, the Chairman shall, in addition to his ordinary vote, give a casting vote.

59. No resolution passed at any meeting shall be altered at any subsequent meeting unless notice of the same shall have been sent to the Members and Associate Members with the notice convening the meeting, nor unless such subsequent alterations be determined upon by a majority consisting of two-thirds of the Members and Associate Members present at such subsequent meeting. Alteration of resolutions.

Section XI.

Miscellaneous.

60. (*a*) All Papers or written contributions to the Discussion by absent Members intended to be read at a meeting of the Institution shall be submitted to the Publication Committee by the Council, and, if approved, shall become the property of the Institution and may be read at such meeting as the Council may determine, and the Institution shall have the prior right of publication of the same, and shall claim exclusive copyright in such Paper or Discussion, except as against the Author. Papers.

(*b*) Papers containing matter otherwise readily accessible, promoting personal or commercial objects, carelessly prepared or foreign to the interests of the Institution, shall be rejected.

(*c*) Should the reading or publication of an accepted paper be refused or delayed beyond a reasonable time, the Author thereof shall have a right to publish it as he may think fit, thirty days after having notified the Secretary, in writing, of such intention.

(*d*) The Author of a Paper shall be entitled to twenty (20) copies of the same when printed, but will be called upon to pay, at such rates as the Council may determine, for any number in excess that he may require.

(*e*) Proofs of a Printed Pape , and of the reported discussions thereon, shall be sent to the Author, and, so far as possible, proofs of the discussions to those participating therein, with a request that attention be promptly be directed to any error.

61. No discussion on any Paper shall extend beyond two meetings next after the reading of such Paper, unless by special resolution of the General Meeting. Discussion of a paper.

62. As soon as practicable after each Annual General Meeting, a complete list shall be prepared of the office-bearers for the year, and of the Members, Associate Members, Honorary Members, Associates and Roll of the Institute.

Students on the roll of the Institution. The list of Members shall show clearly who are the office-bearers for the year, and who have been Presidents, with the year of their presidency, also the date of election, and (except in the list of office-bearers) the address shall be given opposite each name.

Council may remit subscriptions in certain cases.

63. In the case of any Member who has been long distinguished in his professional career, or who has rendered special service to the Institution, but who, from ill-health, advanced age, or other sufficient cause, does not continue to carry on a lucrative practice, the Council, if it finds good reason for so doing, may remit the annual subscription, together with any arrears which may be due from such individual, and allow him to retain his rank or to resume his former rank in the Institution. The Council may, further, in such a case accept a collection of books, or drawings, or models, or such other contribution as, in its opinion, may be considered as equivalent to a composition for future annual subscriptions, and may enrol him as a Life Member accordingly. These cases must be considered and reported upon to the Council by a Committee appointed by the Council for that purpose.

Resignations.

64. Any Member, Associate Member, Associate, or Student desiring to withdraw from the Institution shall first give written notice to the Council of such intention; and he shall be liable for payment of all subscriptions due at the date of such notice.

Complaints.

65. Any charge against a Member, Associate Member, Honorary Member, Associate, or Student for an infringement of the Rules or By-laws of the Institution, or against any Member for unprofessional or dishonorable conduct, shall be submitted to the Council in writing, duly signed. Anonymous complaints shall not be entertained.

To be investigated by the Council.

66. Any such charge shall be investigated by the Council as soon as convenient after the receipt of the duly signed document containing the charge, and if the Council considers there is good ground for the charge, after notification to the Member concerned, it may require anyone connected with the Institution to supply information or give evidence in the case. If the matter be of sufficient importance, the Council may submit its finding upon the charge, and its recommendation thereon to the Institution.

Witnesses.

67. Any Member, Associate Member, Associate, Honorary Member, or Student called upon to answer any charge, or called as a witness in an inquiry, and failing to attend and give evidence such as it may be in his power to give, may be required by the Council to pay a sum not exceeding £5 (five pounds) sterling to the funds of the Institution, or may be dealt with as provided in Rule 66.

Results how decided.

68. Every charge of the kind, hereinbefore specified, brought before the Institution shall be decided by a majority of votes by

ballot of the Members present. The Institution may confirm, vary, or disallow the finding of the Council in respect to such charge, and the decision of the Institution shall be final and conclusive.

Offenders how to be dealt with.

69. Any Member, Associate Member, Associate, Honorary Member, or Student who, after due investigation, shall have been found to have infringed any of the Rules or By-laws of the Institution may, at any meeting of its Members, be reprimanded from the chair, or suspended for any period not exceeding twelve months. The name of anyone who may be suspended shall be removed from the roll, and such person shall not be entitled to exercise any of the privileges of the Institution during such suspension.

Expulsion.

70. In case the expulsion of any Member, Associate Member, Associate, Honorary Member, or Student be judged expedient, a proposal to that effect shall be signed by ten or more Members, and submitted to the Council for consideration. If the Council find good reason for the proposed expulsion, a letter shall be sent to the person whom it is proposed to expel advising him to withdraw from the Institution. If that advice be followed, no entry shall be made on the minutes, nor any public discussion on the subject be permitted; but if that advice be not followed, nor a satisfactory explanation given, the Council shall call a Special Meeting of Members for the purpose of deciding on the question of expulsion; and if a majority of the Members present at such Special Meeting (provided the number so present be not less than twenty) vote that such individual be expelled, the Chairman of that meeting shall declare accordingly. The Council shall cause the decision to be communicated to the individual concerned at his last known place of residence.

Alteration of Rules and By-Laws.

71. Any resolution of the Institution at an Ordinary or Special Meeting to rescind, alter or amend any of its Rules or By-laws, shall have no force until confirmed at a Special Meeting of the Institution ensuing not less than one calendar month after the meeting at which such resolution shall have been adopted.

Income and property.

72. The income and property of the Institution, from whatever source derived shall be applied solely towards the promotion of the objects of the Institution as set forth in the Articles of Association, and no portion thereof shall be paid or transferred directly or indirectly, by way of dividend, bonus or otherwise howsoever, by way of profit to the persons who at any time are or have been Members of the Institution or to any of them, or to any person claiming through any of them; provided that nothing herein contained shall prevent the payment in good faith of remuneration to any officers or servants of the Institution, or to any Member of the Institution or other person, in return for any services rendered to the Institution, or prevent the

giving of privileges to the Members of the Institution in attending the Meetings of the Institution or prevent the borrowing of money (under such powers as the Institution and the Council thereof may possess) from any member of the Institution at a rate of interest not greater than six per cent. per annum.

73. In the event of the proposed establishment of an Institution, having objects similar to this Institution, for the whole of the Commonwealth of Australia, and representing each of the States, the Council are empowered to negotiate with a view to affiliation, but the question of affiliation shall only be finally determined by a majority at a Special General Meeting of Corporate Members called for the purpose,

Contribution in event of winding up.

74. Every Member of the Institution undertakes to contribute to the assets of the Institution in the event of the same being wound up during the time that he is a Member or within one year afterwards for payment of the debts and liabilities of the Institution contracted before the time at which he ceases to be a Member and of the costs, charges and expenses for winding up the same and for the adjustment of the rights of the contributories amongst themselves such amount as may be required not exceeding one pound.

Distribution of assets in event of winding up.

75. If upon the winding up or dissolution of the Institution there remains after the satisfaction of all its debts and liabilities any property whatsoever, the same shall not be paid to or distributed among the Members of the Institution, but shall be given or transferred to some other institution or institutions having objects similar to the objects of the Institution, to be determined by the Members of the Institution at or before the time of dissolution, or in default thereof, by such Judge of the Supreme Court of Justice as may have or acquire jurisdiction in the matter.

BY-LAWS.

To Regulate the Proceedings of the Institution at its Meetings.

1. In these By-laws, unless otherwise clearly intended, the term "Member" shall be held to mean any Member, Associate Member, Associate, Hon. Member, or Student, who may be entitled to be present at such meeting.

2. At every Ordinary Meeting of the Institution the first business thereof shall be the reading and putting a question for the confirmation of the minutes of the proceedings at the preceding Ordinary Meeting, and of the minutes of any Annual or Special Meeting which may have been held since such Ordinary Meeting, and no discussion shall be permitted thereon except as to their accuracy as a record of the proceedings, and such minutes after having been confirmed shall be signed by the Chairman.

3. After the signing of the minutes the order of business at an Ordinary Meeting shall be as follows, or as near thereto as may be practicable :—

(1) Reading of reports and recommendations of the Council and ordering thereon.

(2) Admission of Members, Associate Members, Associates, Honorary Members, and Students.

(3) Orders of the day and ordinary business.

(4) Motions of which notice has been given.

(5) Reading and discussion of papers upon professional subjects.

4. At every Annual Meeting of the Institution the business shall be taken in the order set forth in Rule 53.

5. All notices of motion delivered or sent to the Council shall be dated, and the Council shall cause such notices to be entered in a book to be kept for that purpose in the order in which they are received.

6. No member shall make any motion initiating a subject for discussion, except in pursuance of notice given as herein prescribed.

7. Except by leave of the Institution, motions shall be moved in the order in which they have been received, and if not so moved or postponed shall be struck out.

8. No motion entered in the notice of motion book shall be proceeded with in the absence of the Member who gave notice of the same, unless by some other Member producing written authority from him to that effect.

9. Any Member desirous of making a motion or amendment or taking part in a discussion shall rise and address the Chairman, and shall not be interrupted unless called to order, when he shall sit down (unless permitted to explain) until the Member calling him to order shall have been heard thereon and the question of order disposed of, when the Member in possession of the chair may proceed with the subject.

10. Any Member desirous of proposing an amendment must state the nature of the same before proceeding to address the Institution thereon.

11. No motion or amendment shall be discussed or put to the vote until seconded, but any Member may require the enforcement of any Rule, By-law or order, by directing the Chairman's attention to its infraction.

12. All motions, whether original motions or amendments shall be reduced to writing, signed by the mover, and delivered to the Chairman immediately on their being moved and seconded.

13. No second or subsequent amendment shall be taken into consideration until the previous amendment is disposed of, unless with permission of the Chairman.

14. No motion or amendment which has been seconded shall be withdrawn without the leave of the seconder.

15. Any Member moving a motion shall be held to have spoken thereon, but any Member merely seconding a motion shall not be held to have spoken upon it.

16. The mover of every original proposition, but (unless with permission of Chairman) not of any amendment, shall have a right to reply, after which the question shall be put from the chair.

17. If two or more Members rise to speak at the same time, the Chairman shall decide which is entitled to priority.

18. Any Member making use of any disorderly expressions, or speaking out of order, and having been twice called upon to withdraw and to apologise for such disorderly conduct, and refusing to do so,

shall be guilty of an offence against this By-law. It shall thereupon be competent for any Member of the Institution to move that the person guilty of such offence leave the Meeting, and if such motion be carried, the Chairman may require the said Member to leave, and in case of a refusal, cause him to be removed. Action taken in accordance with this clause shall not bar further action being taken under the General Rules of the Institution if thought desirable.

19. Any Member may demand the production of any documents of the Institution applying to the question under discussion.

20. If a debate on any motion moved and seconded at a meeting of the Institution or any order of the day, be interrupted by the number of Members, present becoming insufficient for the transaction of business, such debate may be resumed at the point where it was so interrupted at any adjournment of such meeting; or if there be no adjournment, then at the next Ordinary Meeting.

21. Any one or more of the provisions of these By-laws may be suspended for a special purpose on motion upon notice duly given by a Member and carried, and shall not otherwise be suspended except by a unanimous vote of such Members present at the meeting.

FORM A.

(PROPOSAL AS MEMBER, ASSOCIATE MEMBER, OR ASSOCIATE.)

Name in full.....

Designation or Occupation.....

Business Address.....

being..... years of age, and desirous of admission into The WESTERN AUSTRALIAN INSTITUTION OF ENGINEERS, we, the undersigned proposer and seconder, from our personal knowledge, and (at least) two other supporters, propose and recommend him as a proper person to belong to the Institution.

Witness our hands this.....day of.....

(*Four Members' or Associate Members' Signatures are required.*)

Proposed from personal knowledge by.....

Seconded from personal knowledge by.....

Supported from personal knowledge by.....

Supported from trustworthy information by.....

[*Those who sign this form are desired to append their initials to the portions of the statement of which they have personal knowledge.*]

ENGAGEMENT.

I, the undersigned, do hereby agree that, in the event of my election as Member, Associate Member, or Associate, I will be governed by the regulations of the WESTERN AUSTRALIAN INSTITUTION OF ENGINEERS as they are now formed, or as they may hereafter be altered; that I will advance the objects of the Institution as far as shall be in my power, and will attend the meetings thereof as often as I conveniently can: provided that, whenever I shall signify in writing to the Secretary that I am desirous of withdrawing from the Institution, I shall (after the payment of any arrears which may be due by me at that period) be free from this obligation.

Signature of Candidate.....

	Initials of Supporters.
Date and place of birth.....	.....
General Education (with dates)	.....
Technical Education (with dates, subjects taken, and successes gained)	.....
Apprenticeship (with dates, and particulars of training received)	.....
Subsequent Career (with dates, and positions held)	.....
Brief details of most important engineering work for which candidate has been personally responsible	.....
Membership in other Societies	.....

Signature of Candidate .....

[*Members supporting this proposal are requested to place their initials against those particulars of the Candidate's career of which they have personal knowledge.*]

FORM B.

(PROPOSAL AS STUDENT.)

Name in full .....

Designation or Occupation .....

Business Address .....

Address for Communications .....

being.....years of age, and desirous of becoming a Student of the WESTERN AUSTRALIAN INSTITUTION OF ENGINEERS, we, the undersigned proposer and seconder from our personal knowledge, and the other signatories from trustworthy information, propose and recommend him as a proper person to become a Student thereof.

Witness out hands this.....day of.....

[*Three Members' or Associate Members' Signatures are required.*]

Proposed from personal knowledge by.....

Seconded from personal knowledge by.....

Supported by .....

Date and place of birth .....

General Education (with dates).....

Technical Education (with dates, subjects taken, and successes gained) .....

Apprenticeship (with dates, and particulars of training received)....

.....

Subsequent Career (with dates, and positions held).....

.....

Signature of Candidate .....

I, the undersigned, do hereby agree that in the event of my election I will be governed by the regulations of the WESTERN AUSTRALIAN INSTITUTION OF ENGINEERS, as they are now formed or as they may hereafter be altered: provided that, whenever I shall signify in writing to the Secretary that I am desirous of withdrawing from the Institution, I shall (after the payment of any arrears which may be due by me at that period) be free from this obligation.

Signature of Candidate .....

FORM C.

(Proposal for Transference.)

Name in full .....

Designation or Occupation .....

Business Address .....

being.....years of age, and desirous of being transferred

into the class of.....of the Western

Australian Institution of Engineers, we, the undersigned, from our personal knowledge, recommend him as a proper person to be so transferred by the Council.

Witness our hands this.....day of.....

[*Five Members' or Associate Members' Signatures are required, from personal knowledge.*]

(*Members of the Council do not sign this form.*)

Proposed by .....

Seconded by .....

[*Those who sign this form are desired to append their initials to the portions of the statement of which they have personal knowledge.*]

Initials of Supporters.

Qualifications since joining the Institution.....

....

Signature of Candidate .....

[*Members supporting ths proposal are requested to place their initials against those particulars of the Candidate's career of which they have personal knowledge.*]

FORM D.

Sir,—I have the pleasure to inform you that on the .....

.....you were elected a..... of the Western Australian Institution of Engineers. For the ratification of your election in conformity with the rules, it is requisite that your Entrance Fee and first Annual Subscription be paid, the amounts of which are

..... and .....respectively.

If these be not received within two months from the present date, the election will become void.

I am, Sir, you obedient servant,

.....Secretary.

FORM E.

SIR,—I have the pleasure to inform you that on the .....
.....you were elected a Student of the WESTERN AUSTRALIAN INSTITUTION OF ENGINEERS. For the ratification of your election in conformity with the rules, it is requisite that your first Annual Subscription be paid, the amount of which is..... If this be not received within two months from the present date, the election will become void.

I am, Sir, your obedient servant,

.....Secretary.

FORM F.

SIR,—I have the pleasure to inform you that the Council have approved of your being transferred to the class of..... of the WESTERN AUSTRALIAN INSTITUTION OF ENGINEERS. For the ratification of your transference in conformity with the rules, it is requisite that your additional Entrance Fee and additional Annual Subscription for the current year be paid, the amounts of which are .....and.....respectively. If these be not received within two months from the present date, the Transference will become void.

I am, Sir, your obedient servant,

.....Secretary.

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